

Massachusetts Department of Environmental Protection
Bureau of Waste Prevention - Division of Planning and Evaluation
INSTRUCTIONS FOR THE 2015 HAZARDOUS WASTE REPORT
(2015 BIENNIAL REPORT)

General Instructions

WHO MUST FILE

Any facility that was a Large Quantity Generator (LQG) or a Treatment, Storage or Disposal Facility (TSDF) during the calendar year of 2015 must complete a Biennial Report.

An LQG is any facility that generates over 2200 pounds of RCRA waste or 2.2 pounds of an acute RCRA waste in any calendar month.

AUTHORITY

Massachusetts Regulation 310 CMR 30.332 requires that LQGs submit the Biennial Report. 310 CMR 30.544 requires TSDFs to submit the report. 310 CMR 30.303 requires use of the Massachusetts Notification of Hazardous Waste Activity Form

DUE DATE

Reports must be completed using calendar year 2015 information and submitted to MassDEP by **March 1, 2016**. Failure to comply with the reporting requirement or failure to submit accurate, complete or signed form(s) can result in Administrative Penalties up to \$1,000 per day.

FILING EXTENSIONS

No filing extensions are given.

PREPARING YOUR REPORT

MassDEP requires the electronic compilation of the Biennial Report via the free [BRState](#) software issued by Florida DEP or any other BR software package that can generate EPA Flat File format outputs. NOTE*** MassDEP does not have an easiTRACK account and cannot receive reports generated from it.

If you are unable to generate an electronic compilation of your BR, as stated above, you must contact MassDEP to request a hardship waiver in writing to submit your BR completely on paper. Waiver requests will be evaluated on a case by case basis. Paper submittals that have not received a waiver will be considered administratively incomplete and will not be accepted. Waiver requests will not be considered after the March 1st due date.

A COMPLETE SUBMITTAL

A complete report consists of two items:

- A signed copy of the Federal 8700/12 Site Identification (SI) form, and,
- The report's SI, Generation and Management (GM), and Waste Received from Offsite (WR) files either as exported from the software or in the EPA Biennial Report Flat File format copied to a floppy disk or CD. The file must pass Federal validation routines. Incomplete or invalid formats will be considered administratively incomplete.

A scanned image of the paper forms is not a valid submittal and will be

considered administratively incomplete.

MAILING TO MASSDEP

Mail the Biennial Report to:

MassDEP
1 Winter St., 7th floor
Boston, MA 02108
Attn: Biennial Report/Michael Hurley

A NOTE TO CONSULTANTS

- **Do not send your client's files in any type of binder or folder,** MassDEP has to disassemble and recycle them prior to archiving the reports. The SI form and a CD in a case is all that is expected.
- Any issues with the filing will be addressed to the generator.

WHAT TO DO IF YOU THINK YOU ARE NOT REQUIRED TO FILE

If you are a currently maintaining a facility generator status of LQG, but did not generate at LQG levels during any calendar month of 2015:

1. Send a letter on your company letterhead certifying that at no time during 2015 has your company been an LQG.
2. Include in your letter your company EPA ID number and the name, signature, and title of an authorized company representative.
3. The letter must state that your company did not generate over 2,200 pounds of RCRA waste, or 2.2 pounds of an acute RCRA waste in any calendar month during 2015.
4. Indicate in the letter whether or not your company wishes to change its LQG status to Small Quantity Generator (SQG), or retain its LQG status, in anticipation of generating large amounts of waste in the future. If you want to change your status, you must complete and submit a [Notification of Hazardous Waste Activity in Massachusetts Form](#)

WHERE TO GET THE FEDERAL REPORT FORMS

The EPA 2015 Hazardous Waste Report Instructions and Forms can be obtained at the following URL:

<http://www.epa.gov/osw/inforesources/data/biennialreport/>

WHERE TO GET THE FREE REPORTING SOFTWARE

State of Florida DEP's BRState software can be downloaded from this URL:

http://www.dep.state.fl.us/waste/categories/hazardous/pages/brs_data.htm

STATE REGULATED WASTES

State Waste should be reported on the SI form. The BRState software has a field for recording your State Waste generator status. Filling this out incorrectly will result in complications in your facility's fees, increased federal and state inspection targeting and reporting requirements.

State wastes should NOT be reported on the GM and WR forms.

**FORM TYPES,
HOW MANY, AND
WHICH TYPES**

- ✓ **Notification of Hazardous Waste Activity in Massachusetts Form:**
This form should accompany your submittal as a signed paper document only if you are changing your generator status. Filling this out incorrectly will result in complications in your facility's fees, increased federal and state inspection targeting and reporting requirements.
- ✓ **RCRA Subtitle C Site Identification Form (SI form):** Please note that Massachusetts has not adopted Subpart K or the Hazardous Secondary Material rules yet - Please do not complete Section 10 D, Section 12, or the Addendum page
- ✓ **GM form:** One form is required *for each waste stream generated*, if any.
- ✓ **WR form:** This form is only required IF the facility receives hazardous waste from a different generator. One WR form is required for each waste stream received for each generator sending the waste.

If no waste was received from another generator or if the only waste taken in was from Very Small Quantity Generators who self-transported the waste to your facility, no WR form is required.
- ✓ **OI/State Wastes Form:** Massachusetts does **NOT** require the OI form.

TELEPHONE ASSISTANCE:

If you call MassDEP, please leave a detailed voice mail message, and your call will be returned as soon as possible. Please call the MassDEP only after you have read the EPA Biennial Reporting Instructions. Your cooperation is appreciated.
<http://www.epa.gov/osw/inforesources/data/biennialreport/>

Michael Hurley: 617-292-5633

For quicker response time, please email at: Michael.m.hurley@state.ma.us